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ANNEX A

TRAINING ANNEX

I. OBJECTIVE:

To provide a program which will ensure that the civilian reservists are trained to the extent necessary in order to convert to productive staff employees within a minimum period of time.

II. TRAINING SUPPORT:

The Office of Training will provide the following support for this project, irrespective of the office or component to which the reservist is to be assigned:

1. Courses: A scheduled orientation program will be conducted at specified times during the period June through September. This program will be approximately two days duration and will be similar to the orientation now provided staff personnel upon their EOD.

2. Technical Supervision: The Office of Training will provide technical supervision of the approved training programs established within components interested in this project. This supervision will ensure that the scope and character of training and the evaluative procedures are in consonance with the objectives of the project.

3. Personnel: No additional personnel are required by the Office of Training.

III. LOGISTIC SUPPORT:

No Logistic support will be required by the Office of Training.

IV. SPECIAL CONSIDERATIONS:

1. Training: EOD procedures will ensure that initial starting dates for duty of all new members of the civilian reserve are consistent with a scheduled starting date of the special OER conducted orientation course, described in paragraph II 1 above.

2. Tests: All individuals on or before their initial tour with the Agency will be required to take the Professional Employees Test Battery. Results of these tests will be made known to interested offices.

**V. IMPLEMENTATION AND ADMINISTRATION:**

Implementation will take place subsequent to receipt of written notice of project approval by the appropriate approving authority. The administration of the initial training support to this project will be the responsibility of the Chief, Intelligence School, Office of Training. All subsequent training will be the responsibility of those components in the Agency to which civilian reservists are allocated.

ANNEX B

## MEDICAL ANNEX

### I. OBJECTIVE:

To establish appropriate medical standards for appointment in the CIA Specialist Reserve and to provide support and facilities for the medical examination of such personnel.

### II. MEDICAL SUPPORT:

1. Successful completion of a medical examination by the Medical Staff is a prerequisite for appointment in the CIA Specialist Reserve. This examination will be similar in all respects to that required of an applicant for staff employment.

2. A re-examination by the Medical Staff at four-year intervals is necessary to retain membership in the Reserve.

3. An interim medical history and a certificate of physical fitness are required prior to each tour of active duty training.

### III. SPECIAL CONSIDERATIONS:

The Medical Staff may, under special conditions, arrange for the medical examination to be conducted outside of Headquarters. The normal procedures, however, will require this examination to be conducted at Headquarters, and alternate arrangements must be arranged specifically with the Medical Staff.

### IV. IMPLEMENTATION AND ADMINISTRATION:

1. Not earlier than 90 and not later than 30 days prior to entry on each subsequent tour of active duty training, the reservist will execute an Interim History Statement (Form No. 1066) for submission to the Medical Staff for evaluation.

2. Upon reporting for active duty training, the reservist will execute a certificate as follows, which will be filed in his official file:

"I certify that I have had no serious illness sufficient to require the services of a physician or practitioner since the date of my last tour of active duty training and that I am to the best of my knowledge and belief in good health and free of any communicable disease."

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3. At the time of the tour of active duty training most closely coinciding with the fourth anniversary of the initial physical examination the reservist will be given another physical examination as part of his active duty training processing. Subsequent re-examination is required at four-year intervals. Such physical examinations will be requested of the Medical Staff on the Medical Action Request and Report (Form No. 259).

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ANNEX C

PERSONNEL ANNEX

I. OBJECTIVE:

To provide a program for the procurement, employment, processing, entrance on duty, and separation of qualified specialized civilian reservists.

II. PERSONNEL SUPPORT:

The Office of Personnel will coordinate and support this project in the following manner:

1. Acting upon requests for reserve units presented by operating components and allocating the number of positions authorized for each reserve unit.
2. Coordinating the administrative effort of the various support offices involved in the program.
3. Establishing tables of organization for reserve units.
4. Evaluating positions and assigning position numbers, grade level, and official title for the position.
5. Locating and interviewing prospective civilian reservists and making a recommendation for their employment.
6. Handling necessary correspondence with the reservist.
7. Processing reservist for employment and separation.

III. LOGISTIC SUPPORT:

No Logistic support will be required by the Office of Personnel.

IV. SPECIAL CONSIDERATIONS:

1. Medical examinations must have priority to meet scheduled processing and training.
2. Security processing must have priority to meet scheduled training.

V. IMPLEMENTATION AND ADMINISTRATION:

The Civilian Specialist Reserve will be implemented when approved by competent authority.

1. The administration of the program internally by the Office of Personnel will follow the responsibilities outlined in an appropriate Office of Personnel Memorandum (OPM).
2. Operating components in requesting establishment of a Specialist Reserve Unit will indicate to the Director of Personnel a need for such personnel based on factors such as, replacement of military reservists, increased workload resulting from intensified operations, and need for specialized critical skills requiring long leadtime for proficiency. The training program planned for the specialized reserve must also be described.

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ANNEX D

**SECURITY ANNEX**

**I. OBJECTIVE:**

To give security support for the program.

**II. SECURITY SUPPORT:**

The Office of Security will furnish the following support for this program:

1. Clearances: These will be scheduled and processed within the present framework now used in the Agency for all applicant type cases.
2. Polygraph: This will be given each specialist reservist upon his first trip to Washington, D. C.
3. Continuing Security Checks: Periodic checks on each individual reservist will be made through existing Office of Security facilities to ensure continuity of clearance status.

**III. LOGISTIC SUPPORT:**

No Logistic support will be required by Security for supporting this project beyond what is already available to the Office of Security.

**IV. SPECIAL CONSIDERATIONS:**

1. Security cleared reservists may enter on duty in the field after full clearance, but will be subject to polygraph upon the first trip to Washington.
2. All reservists will be given security indoctrination prior to and at the conclusion of each training tour.

**V. IMPLEMENTATION AND ADMINISTRATION:**

1. Implementation of this support on the part of the Office of Security will take place subsequent to receipt of written notice of project approval by the appropriate approving authority.
2. Administration of security support to this project will be the responsibility of the Chief, Personnel Security Division.

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Subject: Agency Materiel Reserve

RECOMMENDATION:

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/s/

[Redacted Signature Box]

Chief, PP Staff

6 March 57

Date

This subject was discussed at the Deputies Meeting on 27 Mar 57, and the Director approved of the recommendation in paragraph 6. However, he wanted to advise the Defense Department formally of the general magnitude of our stocks and that we could make parts of it available to them if they had priority projects which needed this material.

Is Approved:

/s/  
LKW

27 Mar 57

~~27 Mar 57~~

L. K. WHITE  
Deputy Director  
(Support)

cc: E/D  
C/PP Staff

Distribution:

Orig. - OL/PS

- ① - DO/S *clone subject needs*  
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[Redacted Box]

(3 March 1957)

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